

**VASAVI COLLEGE OF ENGINEERING (AUTONOMOUS)**  
**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

(Affiliated to Osmania University & Approved by A.I.C.T.E.)  
Ibrahimbagh, HYDERABAD - 500031.

No.313/A/CoE/B.E./M.E./M.Tech/M.C.A./2019

Date: 06.12.2019

**CIRCULAR**

Sub: Fee particulars for obtaining transcripts & duplicate certificates.

The candidates seeking Transcripts, duplicate semester grade report(s) and consolidated grade report are required to submit a written application to the Controller of Examinations on a plain paper mentioning their i) Name ii) Hall ticket number and the document(s) required.

Note : i) For semester grade reports, candidates are required to mention name of the programme (B.E./M.E./M.Tech./M.C.A.), year and semester of study, month and year of conduct of examination.

ii) For transcripts, candidates need to indicate the number required and submit their photocopy of semester grade report/consolidated grade report, for which transcripts are required.


The following are the fee particulars for **transcripts**:

Semester Grade Report	:	Rs. 100/- each
Consolidated Grade Report	:	Rs. 300/-

The following are the fee particulars for **duplicate** certificates:

Semester Grade Report	:	Rs. 300/- each
Consolidated Grade Report	:	Rs. 500/-

The candidates are required to submit the application along with the relevant receipt for payment of Fee from the account section, VCE (A) in the **O/o The Director, Admissions and Examinations, VCE (A)**

  
Controller of Examinations